



ROBERT BENTLY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH

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JAMES V. PERDUE
COMMISSIONER

SHELIA T. PENN
HOSPITAL DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE:	Registered Nurse IV (Assistant Director of Nursing)	NUMBER: 17-04
JOB CODE:	N5000	DATE: March 3, 2017
JOB LOCATION:	Bryce Hospital Tuscaloosa, Alabama	POSITION NO: 8822220

SALARY RANGE: 81 (\$55,327.20-84,276.00 Annually)

MINIMUM QUALIFICATIONS: Graduation from an accredited school of nursing and six (6) years' experience as a Registered Nurse, including three (3) years' experience in a supervisory capacity, or Bachelor's degree in nursing and five (5) years' experience as a Registered Nurse, including three (3) years' experience in a supervisory capacity or administrative capacity; or Master's degree in nursing, including three (3) years' experience in the mental health field.

NECESSARY SPECIAL REQUIREMENTS: Possession of a current certificate of registration to practice nursing as issued by the Alabama Board of Nursing.

KIND OF WORK: This is a professional supervisory nursing position in a state mental health facility specializing in the care and treatment of adults and elderly mentally ill patients. A person in this position has primary supervision of assigned unit and assures that nursing staff provides quality care and treatment to the adult/geriatric psychiatric patients. The other duties and responsibilities of this position include the following: Ensures consistent implementation of Department, Hospital, and Nursing Service policies and procedures; Directs, assists, and monitors nursing personnel on all three shifts; Assures that nursing staff attend in-services and maintain competencies, and provides education on the unit level as needed per unit/department/hospital policy and procedures; Monitors and schedules nursing personnel so that adequate staff is available to provide quality patient care without increased overtime; Participates in hospital and Nursing Service Department committees meetings, and in-services; Communicates pertinent information verbally and in written reports; Develops/implements quality improvement monitoring; Provides supervision, guidance and appropriate delegation to unit nursing personnel; Monitors/evaluates job performance of nursing staff and facilitates appropriate corrective action when necessary; Assumes responsibilities and duties for the Director of Nursing in her absence; Ensures that the Unit is in compliance with The Joint Commission, and hospital standards at all times; and Assumes other related duties as directed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to communicate effectively orally and in writing; Knowledge, skills and ability to recognize medical and psychiatric emergencies; Ability to deal with many types of people in delicate, frustrating or tense situations; Self-controlled sufficiently to act on own, to take charge, to take moderate risks in situations not covered by existing procedure; Ability to provide patient care utilizing nursing process, standards of care and nursing plan of care; Ability to supervise to include the ability to delegate, instruct, discipline, commend, and interview as needed to evaluate staff performance, ensure completion of tasks as scheduled, assign workload, address complaints and orient new employees; Ability to make decisions as needed, evaluate effectiveness of treatment/training and establish priorities; Ability to operate medical equipment; and Ability to provide education to patients.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their job related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening is required. Security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.

HOW TO APPLY: Use an "Application For Professional Employment" (Exempt Classification) which may be obtained from the website below or Bryce Hospital, Human Resources Department. Applications should be returned to the Bryce Hospital, Human Resources Department, 1651 Ruby Tyler Parkway, Tuscaloosa, Alabama 35404 by **UNTIL FILLED** in order to be considered for this position. Indicate your Alabama nursing licensure number on your application as directed.

“Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.”

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